

30 November 1976

MEMORANDUM FOR:

AC/Information Systems Analysis Staff

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FROM :

C/Micrographics Program Branch

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SUBJECT :

Consolidation of the Agency's Micrographics Activities

REFERENCE :

Office of Logistics Key Issue in 1977 Program Call
(Consolidation of Agency Micrographics Programs)

1. First of all, before we address the micrographics activities, we should clear-up an apparent misunderstanding about the Copier Management Program. There were no overlapping copier management responsibilities because P&PD did not have a Copier Management Program to overlap. The Copier Management Program was developed by the Records Administration Branch/ISAS/DDA. The Systems Staff/P&PD/OL conducted a technical review on copiers in the same manner, that it had served as technical advisor on requests for printing and reproduction equipment since 1954. The Copier Management Program was developed by RAB and transferred to P&PD in February 1976 along with one clerical position. No actual savings were realized from this transfer, the Records Administration Officer responsible for copiers, is now assigned other Record Management activities and the clerical had to be replaced in RAB. Any efficiencies or economics gained in the management of copiers due to this transfer are still to be shown.

2. Another inaccuracy in the OL paper is the statement about MPB's Staff. One professional now spends full time on establishing and coordinating an Agency-wide Word Processing Program.

3. The OL paper starts out on the premise that efficiencies can be achieved through centralization of micrographics activities, but then fails to address the issue. It goes on to state the Agency might realize several benefits by transferring the entire micrographics program to OL. I heartily agree, however, the discussion stops there. The only recommendation that is made is to abolish MPB and assign two analysts and a clerical to OL. There is no mention of transferring or centralizing all production facilities in OL. This is where the "bucks" are, in the duplication of expensive equipment that requires people and space and money.

If we really want to reduce the cost of the Agency's micrographics activities, we should be working to consolidate all of the processing facilities and, except for a few small satellite operations, all production activities.

4. Another area that needs addressing when discussing consolidation of Micrographics in the Agency, is the role of the Data Processing Research Section in ORD. ORD is expending more and more effort in the field of Micrographics, much of which seems to be overlapping both P&PD and MPB as well as activities in CRS and the DDO.

5. Some small savings could possibly be realized if MPB were eliminated, but not as suggested in referent paper. MPB currently has a Chief, three analysts and a secretary. It is committed to coordinating and promoting both micrographics and word processing activities on an Agency-wide basis. One analyst is assigned full-time as the Agency Word Processing Coordinator, responsible for developing a word processing program and has back-up on current word processing applications from another analyst. The other two analysts are assigned to micrographics activities with back-up from the Word Processing Coordinator. One of the analysts assigned to micrographics is also responsible for maintaining information and records on micrographics equipment. All members of the Branch participate in micrographics seminars conducted for all Agency personnel. A Word Processing Seminar is being developed that will require participation by the entire Branch. The Branch Secretary provides secretarial support for all of these activities. These activities could be merged with the Records Administration Branch (RAB) but would entail more than an advisory role as suggested by OL. At least three of the four professionals and the clerical would be needed to carry on these activities as part of the overall Agency Records Management Program. It is probably true that P&PD/Systems Staff could use additional System Analysts for the increase in micrographics activities, but I submit this increase is due to the coordination, promotion, and training conducted by MPB. If the micrographics activities are to continue to develop; this Agency-wide coordination, promotion, and training must continue. And to be successful, it must continue as an integral part of the Agency's Records Management Program. We need to recognize the difference in, and need for both, centralized production/processing and centralized management and coordination.

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